

FORMING A NEW FLOTILLA or DETACHMENT

A. GENERAL.

1. A new flotilla may be formed to meet the needs of interested boaters in a new or expanded area. (Refer to the Auxiliary Manual COMDTINSTP16790.1series)
There are several ways in which a new flotilla gets started:
 - a. An understrength flotilla may disestablish and a new flotilla form from those members desiring to remain active, complemented by active members willing to transfer into the new flotilla from nearby flotillas. Such member transfers should not put the established flotilla in jeopardy of becoming understrength.
 - b. When there is sufficient local interest to meet requirements for establishing a new flotilla in areas where the Coast Guard and Auxiliary decide there is a need, a new flotilla may be formed.
 - c. A Detachment may be formed as a precursor to a new flotilla.
2. A Detachment of a Flotilla.
 - a. A Detachment of a Flotilla is composed of a group of individuals who are interested in the purposes of the Auxiliary and desire to become members, but reside in an area remote from the nearest flotilla and/or who are insufficient in number to be considered for flotilla chartering. The purposes of the Detachment is to allow prospective Auxiliarists to become members to carry out some (if not all) of the Auxiliary's missions, generate local interest in the Auxiliary and support the recruitment of new members.
 - b. A Detachment is a sub-unit of a flotilla, not an independent unit. It usually is attached to the flotilla nearest to it for logistic support and training. An Officer-in-Charge is appointed by the Flotilla Commander with the advice and consent of the Division Captain. The Officer-in-Charge wears the insignia of a flotilla staff officer.
 - c. Detachment members are members of the sponsoring flotilla. The missions performed by Detachment members are counted as activities of the sponsoring flotilla in AUXMIS.
 - d. Detachment members are subject to the same Coast Guard and Auxiliary policies and procedures that govern the sponsoring flotilla. A Detachment is *NOT* a means of circumventing unpopular regulations.

- e. The procedures for requesting flotilla status are the same for a Detachment as for a new flotilla. The Division Captain is responsible for forming new flotillas and obtaining approval from the District Commodore and Director of Auxiliary.

B. OBTAINING MEMBERS.

1. The initial establishment of a flotilla or detachment of a flotilla must begin with an active recruitment plan.
2. Articles in local newspapers explaining the mission of the Auxiliary and how to become a member can often be obtained as a public service or at reasonable cost. An organizational meeting should be publicized to attract persons interested in joining the Auxiliary.
3. Plan area-wide publicity of an Auxiliary Public Education course. Although completion of a boating safety course is not necessary for membership, this does provide an opportunity to recruit more members. For those prospective members who want to become involved in on-water activities, completion of this course will help them on their way to further training. This course should be taught by experienced instructors, wearing the proper uniform, using the best training aids, at a suitable and comfortable location. A member with good public speaking ability should be asked to motivate student interest in joining the Auxiliary. Be sure to encourage fellowship during breaks and after class.
4. Make graduation a public affair with media announcements and invite student family members and senior Auxiliary elected and staff officers to attend.
5. Schedule a Vessel Safety Check Station for all students and other prospective members.

C. INITIAL MEETING TO FORM A FLOTILLA OR DETACHMENT.

1. At the conclusion of the Public Education course, an organizational meeting of those interested in joining the Auxiliary should be held. Show the *This is the Coast Guard Auxiliary* video. Discuss the goals and missions of the Auxiliary and how they relate to local situations. Your presentation should include materials from the New Member Course and motivational material that will provide attendees with an incentive to join. Several Auxiliarists should be present for answering questions and socializing with prospective members.

2. At this meeting, each prospective member should complete an Auxiliary Enrollment Application (ANSC #7001/CGAUX-32). The date for completion of the New Member Training Course should be arranged. The New Member Training Course should be taught by the most qualified instructor, FSO-MT or FSO-PS. This can be completed in one session, after the initial organizational meeting. Include refreshments and fellowship.
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- D. ADMINISTRATION. (See Chapter IV, Qualifying New Members).
1. Complete the Enrollment Application, attach the Examination Answer Sheet, and Prospective Member Interview.
 2. Collect first-year dues from each prospective member. As a guide, use the average dues of other flotillas in the division, or ask the Division Staff Officer for Finance (SO-FN) what the dues should be. Set up the flotilla bank account.
 3. Draft a letter to the Director of Auxiliary (DIRAUX) requesting the chartering of the new flotilla. Send the letter through the proper chain of command.
- E. CHARTERING THE NEW FLOTILLA . (See Administrative Procedures Guide Flotilla Administration—COMDTPUB P16791.2).
1. Arrange for a suitable location for the ceremony.
 2. Give area-wide publicity to the chartering ceremony. Ask local media to cover the event.
 3. Invite local dignitaries, family and friends of new members.
 4. Arrange for Senior Auxiliary members to be present, including the Division Elected Officers and Staff. Invite local Coast Guard personnel.
 5. Provide for refreshments and fellowship after the ceremony.
- F. ELECTION OF OFFICERS.
1. As part of the chartering ceremony, the senior-ranking Auxiliary officer present conducts the nomination and election of officers. Results are recorded on the Change of Officers Report form (ANSC #7006/CGAUX-38).
 2. The senior-ranking Auxiliary officer present administers the oath of office to the newly elected and appointed officers.

G. IMMEDIATE ACTION BY THE FLOTILLA COMMANDER.

1. Announce the time, date and location of the first flotilla meeting.
2. Become familiar with the contents of the *Auxiliary Manual* (COMDTINSTP16790.1 series) and *Administrative Procedures Guide Flotilla Administration* (COMDTPUBP16791.2).
3. Arranges with division staff officers for the training of flotilla staff officers.
4. Coordinates with the division and flotilla staff officers to initiate qualifications training.

H. DO NOT ABANDON NEW FLOTILLA.

1. Personal interest and supervision must be displayed by Division officers.
2. Give public recognition to members' achievements.
3. Keep members involved in programs of their choice.
4. Provide continuous training.
5. Establish a member recruitment and retention plan.
6. Expect positive results from staff officers.
7. Provide planned fellowship events.

I. A NEW FLOTILLA WILL SURVIVE AND BE PRODUCTIVE IF:

1. It has effective leadership.
2. It has a member recruiting and retention plan.
3. District and division officers maintain interest and provide assistance to the flotilla.